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ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

NOTIFICATION

Port Blair, dated the 4th February, 2011

No. 51/2011/F.No. 3-9/2010-(AR).— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Govt. of India, Ministry of Home Affairs, New Delhi, Notification No.14-3/60-ANL dated 11th April, 1960, and in supersession of Andaman and Nicobar Administration's Notification No. 30/2008/F.No.2-3/2001-AR dated 17.03.2008, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the Group 'C' post of Junior Technical Assistant (Work Study) borne on the Internal Work Study Unit of Secretariat Establishment of Andaman and Nicobar Administration, namely :-

1. Short title and commencement :-

- (i) These Rules may be called the Andaman and Nicobar Administration (Junior Technical Assistant) Recruitment (Amendment) Rules, 2011.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, its classification and scale of pay :-

The number of posts, the classification and scale of pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule annexed to these rules.

3. Method of recruitment, age limit and other qualifications :-

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in paras 5 to 15 of the abovesaid Schedule.

4. Disqualification :-

No person —

- (a) Who has entered into or contracted a marriage with any person, having a spouse living, or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post :

Provided that the Administrator, Andaman and Nicobar Administration may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

5. Power to relax :-

Where the Administrator, Andaman and Nicobar Islands, is of the opinion that it is necessary or expedient so to do, he may by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

6. Savings :-

Nothing in these rules shall affect the reservation, relaxation of age limit and other concessions required to be provided for the candidates belonging to Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. Genl. (Retd.) Bhopinder Singh, PVSM, AVSM
Lieutenant Governor,
Andaman and Nicobar Islands.**

By order and in the name of the Lieutenant Governor,

**Sd./-
(U.C. Gain)
Assistant Secretary (AR)**

SCHEDULE

**RECRUITMENT RULES FOR THE POST OF JUNIOR TECHNICAL ASSISTANT
(WORK STUDY) UNDER THE ADMINISTRATIVE REFORMS WING OF
A & N ADMINISTRATION**

1.	Name of post	JUNIOR TECHNICAL ASSISTANT (WORK STUDY)
2.	No. of post(s)	03 (Three)* 2011 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 with Grade Pay Rs. 2800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	Not applicable
8.	Educational and other qualifications required for direct recruits	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By deputation

12.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation / absorption to be made	<p><u>Deputation :</u></p> <p>(a) Officers of Andaman and Nicobar Administration</p> <p>(i) Holding analogous posts on regular basis in the parent cadre/department</p> <p style="text-align: center;">(OR)</p> <p>(ii) With 5 years regular service in the grade rendered after appointment thereto on a regular basis in the pay scale in PB-1 of Rs. 5200-20200 with Grade Pay of Rs. 2400 in the parent cadre/ department</p> <p style="text-align: center;">(OR)</p> <p>(iii) With 13 years regular service in the grade rendered after appointment thereto on regular basis in the pay scale in PB-1 of Rs. 5200-20200 with Grade Pay of Rs. 1900 in the parent cadre/ department</p> <p style="text-align: center;">(AND)</p> <p>(b) Possessing a Degree of any recognized University</p> <p style="text-align: center;">(OR)</p> <p>(i) Have successfully completed the training in the basic work study/Basic Management Service Course conducted by the Institute of Secretariat Training & Management/Secretariat Training School</p> <p style="text-align: center;">(AND)</p> <p>(ii) Having atleast 01 year experience in Work Study Organization/Unit</p> <p>Note:- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006 (the date from which the revised pay structure based on the 6th CPC recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up-gradation.</p> <p>(Period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Govt. shall ordinarily not exceed 3 (three) years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).</p>
13.	If a DPC exists, what is its composition ?	Not applicable
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Job description	Attached as annexure to the Schedule

ANNEXURE**Duties and Responsibilities of Junior Technical Assistant**

1. Work measurement studies among the departments/offices to assess staff strength and work load vis-a-vis to eliminate overlapping of activities among the departments.
2. Conducting inspection of Organisation and Methods of various departments/institutions.
3. Enforcement of punctuality in office timings in the departments/offices.
4. Monitoring and review of weekly and monthly statement of pending cases.
5. Arrangement of in-service training to staff of various departments.
6. Arrangement of Peripatetic training by inviting faculties from ISTM, New Delhi, INGAF, New Delhi etc. to staff of various departments.
7. Arranging Computer Awareness Training.
8. Fixation of staffing norms.
9. Conducting of facility utilization studies (Utilization of machine, equipment and space etc.).
10. Review and codification of Manuals/Administrative instructions.
11. Conducting of General Administrative improvement studies.
12. Consultancy service to various organizations.
13. Promotion and development efforts of Administration.
14. Screening of proposals regarding creation of Plan and Non-Plan posts in respect of various departments.
15. Policy guidelines relating to Citizen's Charter.
16. Monitoring implementation of assessment reports in respect of SIU/IWSU.
17. Assisting the SIU, Ministry of Finance / IWSU of Ministry of Home Affairs for conducting studies.
18. Monitoring follow-up action taken on the decisions taken in the Coordination meetings.
19. Initiate action for simplification of procedures among the departments to improve service delivery system in thrust areas.
20. Collection, compilation and dispatch of various reports/returns to the different Ministries of Govt. of India.
21. Implementation of recommendation of Administrative Reforms Commission.
22. Allocation of Business Rules among the sections in the Secretariat.
23. Adoption of suitable measures to enforce Good Governance in the department under the Administration.
24. Any other work that may be assigned from time to time.